STAFF REPORT

CITY COUNCIL OF THE CITY OF SAUSALITO

AGENDA TITLE

Adopt Construction Bid Documents for Replacement of Parking and Revenue Control Systems (PARCS) Equipment in City Parking Lots 1, 2, 3 and 4 and Authorize Invitation to Bid

RECOMMENDED MOTION

Adopt a Resolution of the City Council of the City of Sausalito Adopting Construction Bid Documents for Replacement of Parking and Revenue Control Systems (PARCS) Equipment in City Parking Lots 1, 2, 3 and 4 and Authorizing Invitation to Bid

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SUMMARY:

The City desires to replace much of the parking equipment associated with its existing lots, ticket and payment machines, gates, and the hardware and software used to register sales and facilitate enforcement. The City's objective is higher quality, reliability, security and flexibility to better leverage the skills and expertise of parking staff and result in an optimum balance between revenue generation and the public interest.

With Resolution No. 4996 of January 27, 2009 the City Council approved a professional services agreement with Walker Parking Consultants to provide parking and revenue control systems (PARCS) consulting services to help identify and prepare the drawings and technical specifications necessary for the procurement and installation of new parking equipment, to be implemented first in Lots 1 and 3. In its final report under that scope, Walker concluded that while the existing system has provided a relatively high level of service to parking patrons, particularly during the peak weekend exiting periods, it is extremely labor intensive and costly to operate. Walker recommended installation of a multi-space meter (MSM) replacement system because it would allow vehicles to exit the lots at a faster rate, improving not only the efficiency of the exits, but also the vehicular circulation for entering traffic, as congestion and cross-traffic between entering and exiting vehicles would be reduced. User groups such as Yacht Club members and Sausalito residents would still receive discounted parking rates; however, it may be possible to use the Smart Card issued to these individuals to debit a prepaid account directly for parking charges and avoid sending invoices each month. At a future time, an MSM system would also be able to integrate the on-street parking management by providing integrated financial, management, bank reconciliation, maintenance and enforcement reports for the entire parking system, provided that the existing SSM system is replaced with MSMs.

Although it is not feasible to accurately predict revenue effects, it is expected that revenues would be optimized to a greater extent than possible now owing to the ability to operate on a cash advance/debit basis for regular parkers, accept credit cards and avoid cash handling costs for occasional parkers, the scalability of the system to include on-street in the future, and the ability to optimize enforcement using the individual space sensor technology.

Based on the information developed during the course of Walker's initial work, Council authorized a contract amendment (with Resolution 5036) at its June 9, 2009 meeting to expand the geographic scope of the planned improvements to all four lots. Walker has completed the portion of its work necessary to invite bids for the furnishing and installation of the recommended equipment. The functional details of the bid documents are attached and have been reviewed by Staff.

The approved budget for FY2009-10 includes $500,000 for replacement of parking machinery and equipment (Parking Capital 220-420-7000-740). As of September 9, 2009 an unencumbered balance of $500,000 remains in that account. Walker Parking estimates that the cost for the specified equipment will be less than $500,000. Staff recommends that Council approve the details of the bid documents and authorize the release of an invitation to bid to furnish and install the specified equipment and related elements.

BACKGROUND

The City of Sausalito owns and operates five municipal parking lots, on-street metered parking and a variety of residential and business permit parking programs. The City's Parking Division manages the facilities, revenue collection and enforcement under the supervision and direction of Police Chief Scott Paulin. Approximately 150 monthly permit holders, approximately 1,000 to 1,500 residents with debit parking cards, and 26 spaces in Lot 1 are reserved for carpool participants.

The City desires to replace much of the equipment associated with the Lots including the Lot 1 Booth, ticket and payment machines, gates, and the hardware and software used to register sales and facilitate enforcement. The City's objective is higher quality, reliability, security and flexibility to better leverage the skills and expertise of parking staff and result in an optimum balance between revenue generation and the public interest.

Walker contacted several cities regarding their MSM installations. The City of Oakland reported more than 500 on-street MSMs configured as pay and display meters. The machines operate from solar panels and are on-line with the vendor hosted server through use of wireless GSM/GPRS communication. Oakland accesses the vendor site through a web browser with secured connection. The MSMs are smart meters in that it sends an alarm message to a cell phone for problems such as low battery power, low receipt stock, etc. The machines also accept credit cards. One lesson they learned from their MSM installations is that the machines

need scheduled preventive maintenance. Otherwise, problems have been encountered. The solar panels are cleaned up to two times a month since moisture and dust tend to collect on the panel and reduce charging capacity which can lead to low battery charge. The receipt transport mechanisms and credit card read sensors are dusted once a week to prevent jammed receipts and bad card reads.

Oakland indicated that pay-per-space would be their preferred configuration compared to their current pay and display system based on what they now know regarding the fact that parkers furthest away from the machines have to get to the machine and return to their vehicle and display the receipts in their dashboard and the additional maintenance for the receipt mechanisms. Overall, Oakland reported being very happy with the conversion from single meters to MSMs in the locations they have completed to date.

The City of San Rafael has two garages with two MSMs each, and 3 other machines in surface lots. These were installed three years ago and take advantage of the latest technology as far as wireless on-line configuration with the vendor-hosted server and web-based access to the system. The machines inside the garages are powered from the electrical panels while the machines in the lots are solar-powered. All machines have credit card capabilities. The only issue they have is the slow response time from the vendor when they requested new reports. San Rafael indicated they would have liked to evaluate other manufacturers before they chose the one they are using.

The City of Berkeley has 200 MSMs installed in 4 phases over the last 4 years starting in 2005. The machines are similar to the ones in Oakland with solar power and a GSM/GPRS connection to the vendor server. Berkeley staff reported being very happy with the machines. The machines are durable and easy to use. Since the vendor opened up an office in Oakland, they provide the maintenance to keep the machines in good working order. When speaking with the Berkeley staff, they indicated the downtime for the machines are very low and acceptable. There was only one time a major issue came up when the vendor had a major change in their software. The City of Berkeley was made aware of this beforehand, but credit card transactions did not show up in the report until 3-4 days later.

Walker's initial evaluation indicates there would be a significant cost savings (approximately $158,000 annually) with the MSM system over the 10 year life of the system when compared to the cashiered/POF exit system due to the reduction in level of effort required to manage the system. It is expected that the Staff time savings would be spent in more service to residents, parking customers, bus permit applicants etc. Further, although it is not feasible to accurately predict revenue effects, it is expected that revenues would be optimized to a greater extent than possible now owing to the ability to operate on a cash advance/debit basis for regular parkers, accept credit cards and avoid cash handling costs for occasional parkers, the scalability of the system to include on-street in the future, and the ability to optimize enforcement using the individual space sensor technology.

ISSUES

None identified. The proposed equipment replacement will not have an adverse effect on the environment. Under the California Code of Regulations, Title 14, Division 6, Chapter 3, Article 19, Categorical Exemptions, Section 15302, Replacement or Reconstruction, "Class 2 consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced, including but not limited to: ... (c) Replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity." As such, the proposed project is categorically exempt from the California Environmental Quality Act.

FISCAL IMPACT

None at this time. Assuming that one or more responsive, responsible bids are received, Staff will return to Council seeking award of the contract. The approved budget for FY2009-10 includes $500,000 for replacement of machinery and equipment (Fund 220-420-7000-740). As of September 9, 2009 an unencumbered balance of $500,000 remains in that account. Walker Parking estimates that the cost for the specified equipment will be less than $500,000.

STAFF RECOMMENDATION

Adopt a Resolution of the City Council of the City of Sausalito (1) Finding that the Project is Categorically Exempt from CEQA, (2) Adopting the Plans, Specifications and other Details for Removal and Replacement of the Existing Parking and Revenue Control Systems (PARCS) Equipment in Lots 1, 2, 3 and 4 with Multi-Space Meters (MSMs), and (3) Authorizing the City Manager to Invite Bids for Provision of the Specified Equipment.

ATTACHMENTS

1. Division 11 of the Draft Project Manual prepared by Walker Parking dated August 2009 with drawings
2. Resolution of the City Council of the City of Sausalito (1) Finding that the Project is Categorically Exempt from CEQA, (2) Adopting the Plans, Specifications and other Details for Removal and Replacement of the Existing Parking and Revenue Control Systems (PARCS) Equipment in Lots 1, 2, 3 and 4 with Multi-Space Meters (MSMs), and (3) Authorizing the City Manager to Invite Bids for Provision of the Specified Equipment.

PREPARED BY:

Jonathon Goldman
Director of Public Works

REVIEWED BY:

Charlie Francis
Administrative Services Director/Treasurer

REVIEWED BY:

Mary Anne Wagner, Esq.
City Attorney

REVIEWED BY:

Scott Paulin
Chief of Police

SUBMITTED BY:

Adam W. Politzer
City Manager

[Replace PARCS Bid]

ATTACHMENTS 2

SECTION 111226.00 – PARKING ACCESS AND REVENUE CONTROL SYSTEM (PARCS)

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 01 Specification Sections apply to this Section.

B. list of abbreviations

1.	FMS	Facility Management System
2.	GPRS	General Packet Radio System
3.	ID	Identification
4.	LAT	Lot Acceptance Test
5.	MSM	Multi Space Meter
6.	NEMA	National Electrical Manufacturing Association
7.	PARCS	Parking Access and Revenue Control System
8.	PCI	Payment Card Industry (Data Security Methodology)
9.	RF	Radio Frequency
10.	SAT	System Acceptance Test

1.2 SUMMARY

A. This Section includes provision of all material, labor, equipment, services and training necessary to furnish and install fully integrated on-line, real-time PARKING ACCESS AND REVENUE CONTROL SYSTEM (PARCS) that shall function in manner described herein including:

1. System Description: - 111226.01
2. Facility Management System: - 111226.02
3. Wireless Vehicle Sensor ~~& Central Access Controller~~System: - 111226.03
4. Multi Space Meter - 111226.~~13~~10

B. The following Sections contain requirements that relate to this section:

1. Concrete work is specified in Division 03
2. Metal Bollards specified in Division 05
3. Pavement Markings is specified in Division 09.
4. Signs are specified in Division 10.

C. Design Requirements:

1. Contractor shall design PARCS and subsystems to meet minimum quantity, quality and performance requirements as described herein.
2. Where required by jurisdictional authorities, Contractor shall engage licensed professionals who shall apply their professional seal and sign those design

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documents, reports, or other materials and work required to be sealed when submitted to Owner, Engineer or other jurisdictional authorities.

3. Contractor shall review work and submittals of all sub-tier designers, vendors, suppliers, and subcontractors for conformance with the Work of this section.
4. Owner reserves right to review Contractor's Work for conformance with these specifications. Where Owner determines Work does not conform, Owner may direct Contractor to implement changes satisfactory to Owner.
5. System design shall be fully coordinated with related work of other trades.

D. Bid Requirements:

1. Base Bid includes provision of all material, labor, equipment, and services necessary to furnish and install fully integrated PARC system.
2. Alternate A
   a. Provide cost for 5 one year extended maintenance agreements.
3. Future System Expansion: PARCS shall be easily expandable to accommodate additional parking facilities, features and configurations. Installed PARCS shall be capable of, but not limited to, expansions/enhancements listed below:
   a. Replacement of all existing single space meters.
   b. Integration with variable message displays.

4. Bidder shall submit the following with bid:

   a. List of sub-contractors, identifying nature of work that shall be performed.
   b. List manufacturer of each primary component of system.
   c. Total PARCS cost and unit costs of each component, cost of alternates and/or deducts as delineated on Bid Form.
   d. Qualifications of Contractor, Manufacturer(s) and Installer(s) of each primary component with Bid. Each submittal shall include three most recently installed, complete projects that are similar in magnitude, complexity, and dollar value. Information shall include names, locations, contacts, telephone numbers, date of installation and description of types and quantities of equipment.
   e. Bidder shall include all required power conditioners in bid amount if PARCS system or any component thereof requires power differing from that specified.
   f. Bidder shall include all communications and any additional power wiring and conduit required by Bidder's system in bid amount.
   g. Bidder shall:

      1) Examine site and drawings.
      2) Identify in writing appropriate location of all MSM, space sensors, routers and all other required equipment.
      3) Identify in writing any constraints or conflicts where equipment shall be installed.
      4) Include cost, in writing, of rectifying such constraints or conflicts in bid.

   h. Submit detailed schedule showing Bidder's understanding of project requirements including milestones for shop drawings, fabrication, delivery, installation, testing, training and substantial completion. Milestones shall

also include special project requirements related to coordination with work by others and phasing.

E. Work Included:

1. Design, fabricate, deliver, and install all new PARC system equipment as described in this Section.
2. Comply with all applicable State laws, codes and standards and Americans with Disabilities Act.
3. Review plans and specifications to be certain that all functional requirements, as described, are provided with equipment to be supplied.
4. Provide all submittals as specified herein and in Division 01.
5. Coordinate final and precise layout of MSM, space sensors, bollards, and anchor bolts with those responsible for installation.
6. Provide and install all necessary modems, electronics and equipment for communication network. Provide and install space sensors and make all communication connections to components.
7. Attend construction meetings, provide written schedules as requested, and coordinate and schedule work with other trades.
8. Test equipment in accordance with Part 3 of these specifications.
9. Provide record drawings, operating manuals, maintenance manuals, spare parts, stock items and training sessions as specified herein.
10. Provide Owner all information about wireless communication needs for credit card processing system within four weeks after notice to proceed.

F. Related Work:

1. All concrete work as shown on Contract Documents and as specified in Division 03.
2. All metal bollards as shown on Contract Documents and as specified in Division 05.
3. All pavement markings as shown on Contract Documents and as specified in Division 09.
4. All signs as shown on Contract Documents and as specified in Division 10.

1.3 SUBMITTALS

A. General: Submit the following according to Conditions of Contract and Division 01 Specifications Sections.

B. Schedule: Contractor shall submit schedule of fabrication, delivery, installation, and testing within 30 days after award of contract. Update schedules at 30-day intervals.

C. Provide those responsible for related work with:

1. Installation diagrams, details and templates for setting mounted equipment.
2. Templates and cast-in inserts to anchor freestanding equipment to curbs and bases.

D. Shop Drawings shall include:

1. Dimensioned drawings showing plans, elevations, sections and large-scale details indicating coordination and relationships with other construction.
2. Product literature for each component or product.
3. Detailed information about web based FMS software including:
   a. Communication protocol, polling procedures and transaction message flow from peripheral devices to and through FMS
   b. Communication failure/error identification and recovery
   c. Fault tolerance
   d. Back-up procedures
   e. Data storage and retrieval

E. Samples: Submit samples of paint finishes, Customer Receipts, RFID device, standard reports and other elements to be selected by Owner within 30 days after approval of contract. Approval/selections will be returned to Contractor within 30 days of submittal.

F. Operating Documentation: Prior to initiation of field test and training, Contractor shall deliver operations manuals, maintenance and administration manuals in number as specified below. All manuals shall be supplied for the system as specified and installed. Generic manuals covering a range of products are not acceptable.

1. Handheld Enforcement Manual - Manual is designed for enforcement officer and shall explain all features and functions of handheld operation such as, log-on/off, issuing of citations, occupancy and payment status etc. Manual shall also have a section that would enable officer to resolve common operating problems that are accessible to enforcement personnel (e.g., change receipt paper or battery pack) and contain instructions on how to perform normal maintenance. One hard copy and one reproducible/electronic copy shall be provided.
2. Supervisor Manual - Manual is designed for Supervisor or authorized individual for day-to-day operation of specified software package(s). It shall explain all features and functions (e.g., log-on/off, monitors, sort, prepare and print standard and ad hoc reports) required for day-to-day management. Manual shall have a section for problems and/or exception conditions so Supervisor can resolve common operating problems. Manual shall also contain instructions on how to perform normal maintenance (e.g., changing paper for printer) and how to remove cash vaults and retrieve revenue reports. Manual shall not contain any installation or power explanations. One hard copy and one reproducible/electronic copy shall be provided.
3. Maintenance Manual - This manual shall contain detailed instructions on how to perform regular and preventive maintenance on all components of MSM and communications network that can be performed by Owner's staff. One hard copy and one reproducible/electronic copy shall be provided. Manual shall include:

   a. Description of unit and component parts, including complete nomenclature and commercial number of all replaceable parts.
   b. Operating procedures: Include start-up; break-in; routine and normal operating instruction; regulation, control, stopping, shutdown and emergency instructions; and special operating instructions as applicable.
   c. Maintenance procedures: Include routine operations; guide to trouble shooting; servicing and lubrication schedule; list of lubricants required;

description of sequence of operation; as-installed control diagrams; as-installed color coded piping and wiring diagrams; and a list of spare parts and recommended quantities to be maintained in storage on-site.

d. Include trouble-shooting guide for repairs that can be performed by Owner's staff.
e. Include manufacturer's product data with each sheet annotated to clearly identify data applicable to installation and delete references to inapplicable information.
f. Supplement product data with drawings as necessary to clearly illustrate relations of component parts of equipment and systems.
g. Include copy of each manufacturer's warranty and give information sheet for proper procedures in event of failure and instances that may affect validity of warranties.

4. System Administration Manual - This manual shall contain all procedures necessary for proper monitoring and administration of MSM, Enforcement System and Wireless Vehicle Sensors as might be required by Owner's parking manager. One hard copy and one reproducible/electronic copy shall be provided.

   a. At a minimum, manual shall contain separate sections that cover the following topics: day-to-day operations, modification of field programmable settings, back-up and recovery, audit and control procedures, report production, contingency plans, configuration control, and system diagnostics.
   b. A separate, removable section of System Administration manual shall contain information on proper administration and control of security features built into system. Some of information to be contained in this section includes maintenance of user identifiers, password control, rule maintenance and security policy review.

G. Record Drawings: Provide Owner with a hard copy set of drawings and an electronic file in AutoCAD drawing format showing any modifications or clarifications not present on original Contract Drawings including equipment field wiring diagrams, electrical circuitry and service schematics.

H. Contractor shall also deliver to Owner copies of all licenses, registrations, documentation, disks and other media as may have been included with those commercially available software packages provided with system. In addition, Contractor shall ensure that all licenses, registrations and warranties have been transferred to Owner prior to final software turnover.

I. Training Plan: At least one month prior to scheduled training sessions, Contractor shall deliver a Training Plan which shall include at a minimum:

1. A description of all training courses including identification of instructional outcome, duration of course, type of presentations (lectures, labs) and identification of facility and training equipment requirements (e.g., lecterns, overhead projectors, TV's, DVD's, PARCS hardware elements).
2. A list of instructors who shall conduct training and a description of their skills, experience and qualifications.
3. Course critique and evaluation forms for students.

J. Testing Plan and Documentation: Provide a test plan for review and approval by Owner and Engineer/Architect 30 days prior to start of first test. Plan shall include demonstrations of compliance with specifications, contractual compliance, definitions of all test objectives, participant responsibilities, documentation for tests, and procedures for dealing with failures during test. Provide three copies of checklists which detail tests for every functional requirement of each entry and exit lane, specified supplies/spare parts, training, operating and maintenance manuals and provide space for sign-offs by Contractor and Owner's Representative.

1.4 QUALITY ASSURANCE

A. Contractor/Installer Qualifications:

1. Successful installation and maintenance of equipment manufacturer's products for minimum of three years.
2. Written acknowledgement of installation and maintenance qualifications PARC system manufacturer(s).
3. Successful completion of manufacturer's training in the proper installation and maintenance of manufacturer's systems, subsystems and equipment specified herein.
4. Manufacturer approved equipment service center in sufficient proximity to respond on-site to service calls within four hours.

B. Unless accepted otherwise by the Engineer, use manufacturers and installers that employ a Quality Management System complying with the program described in ISO 9001-2008, or similar system.

C. Provide seven days notice to Owner and Engineer/Architect to review completed installation prior to acceptance testing.

D. Provide equipment incorporating features which minimize maintenance and meet the following requirements:

1. Provide for ease of performance verification and failure detection while minimizing effort required for adjustment.
2. Provide unobstructed access to equipment components.
3. Minimize requirements for special tools and test equipment.
4. Provide for easy removal and replacement of components.

E. Provide system and components that have a minimum service life of ten years and specify periodic maintenance requirements in maintenance manual to meet that life expectancy.

F. Contractor shall be responsible for all system and subsystem data communication and ensure that communications are properly received and sent by all Facility Management System computers and peripheral devices.

G. System shall incorporate equipment of proven reliability that can be documented from similarly sized installations that provide features and performance comparable to that required herein.

1.5 DELIVERY, STORAGE AND HANDLING

A. Contractor shall:

1. Assume care, custody and control of all PARCS equipment and components.
2. Replace damaged materials at no cost to Owner.
3. Deliver equipment to site packaged to prevent damage and marked for easy identification.
4. Store equipment in original containers in clean, dry location designated by General Contractor or Owner and agreed to by PARCS Contractor.

1.6 PROJECT SITE CONDITIONS

A. PARCS components shall operate dependably within environmental conditions indigenous to installed site location as described in Division 1 section of this document. Components located in a 24-hour climate controlled office shall be capable of normal performance in a business environment. Outdoor equipment shall be capable of operating in temperature extremes and environmental factors of geographic area stated.

1.7 TIME OF COMPLETION

A. Substantial Completion – A certificate of substantial completion for the PARC System, or for major Subsystems will not be provided until the following requirements have been satisfied as stipulated in Part 3 of this section:

1. Applicable system or major subsystems have passed Part One of the SAT test.
2. All communications from equipment to FMS and workstations has passed Part One of the SAT test.
3. FMS produces all required reports and has passed Part One of the SAT test.
4. Integration of PARC system with major subsystems and credit card clearinghouse for payment card transactions has passed Part One of the SAT test.
5. Proof /Certification of PCI compliance.
6. All spare parts, stock material and manuals are on site and have been approved by Owner or Owner's representative.
7. All training is complete to Owner's satisfaction.
8. Owner's agent has been provided all test checklists, documentation and training evaluation forms.

B. Final Acceptance: Upon satisfactory completion of all work, tests, demonstrations and training specified herein as well as completion of Part Two of the SAT test as stipulated in Part 3 of this section, Contractor may apply for final acceptance of PARC System.

1.8 WARRANTY

A. General: Contractor shall warrant equipment and installation (100% parts and labor) in each phase for period of one year from date of final acceptance of that phase by Owner. System shall be maintained and serviced against any and all malfunctions due to manufacturing or installation defects at no cost to Owner during warranty period. Maintenance shall include preventive maintenance per manufacturer's recommendations, or as necessary to keep equipment in good working order. Contractor shall be responsible for performing all maintenance and repair during warranty period, including all preventive maintenance and minor repair tasks. Software support shall be provided during warranty period. Contractor shall keep a log of all maintenance, preventive maintenance and repair work performed under warranty to provide to Owner at end of warranty period.

B. Warranty Period: Warranty period shall begin after Contractor has demonstrated satisfactory performance of completed Parking Access and Revenue Control System as specified in Part 3, "Execution."

C. Warranty shall include the following:
1. Provide support, parts and labor to maintain all software and hardware in specified working order, regardless of whether vendor or third party OEM supplier is still supporting that version/product generally.
2. Owner shall receive expedited priority service and free shipping of parts. Critical parts shall be serviced on an exchange or loaner basis to minimize downtime. Parts removed from on-site spare parts inventory shall be replaced as soon as practicable after use.
3. Non-critical software support (other than repairs due to malfunction of software) including but not limited to questions, clarification, training, etc shall be provided 8 am to 4:30 pm Pacific Standard time zone, Monday through Friday. Guaranteed response time for requests for support during shall be three business hours.
4. Additional fees shall not be charged for repair/correction of software functions required by specifications, even if undiscovered during testing, commissioning or warranty period, including report formatting and data recovery or fixing resulting from software deficiencies.
5. Owner shall receive invitations to web conferencing and software demonstration sessions, and access to customer website and all applicable newsletters and technical bulletins.
6. Contractor shall keep a log of all maintenance, preventive maintenance and repair work performed under warranty to give to Owner at end of warranty period.
7. All commercially-released software updates, patches and upgrades applicable to this system shall be installed at no additional cost.
8. For a period of 24 months after date of final acceptance, software shall be modified to meet statutory, legal, and/or regulatory compliance at no additional cost, and without need to replace hardware to be compliant with same, including but not limited to change in sales and/or use taxes such as parking-specific tax, PCI/CISP compliance, etc.
9. 20% discount for parts and labor for non-covered consumable supplies/stock items from then-current vendor list price, including but not limited to, paper tapes, print heads, and batteries.

D. Response:

1. During Warranty Period, fully-qualified maintenance technician shall be on site within four hours of service request
2. During maintenance contracts, fully-qualified maintenance technician shall be on-site within four hours of service request

E. Repair: Contractor shall repair or replace all defective or damaged items delivered under contract by end of calendar day the following day on which notice was given by Owner or its agent. Contractor may elect to have any replaced item returned to manufacturer at no additional expense to Owner. If Contractor is not available, Owner/operator personnel may initiate repairs. Contractor shall then reimburse Owner for parts necessary to correct deficiencies as defined within warranty clause and time. Contractor shall pre-qualify appropriate Owner/ Operator personnel to effect repairs and identify types of repair each trained individual is qualified to perform after training of Owner personnel.

F. Limitations: Warranty shall not cover acts of vandalism, damage caused by third party, or natural phenomena. Warranty shall not cover damage caused during maintenance actions by untrained/unapproved Owner personnel.

1.9 MAINTENANCE CONTRACT

A. Provide separately priced option for a series of one (1) year maintenance and service contracts renewable upon completion of Warranty for a period up to (4) four years. The costs of the Maintenance and Service Contract shall be broken-out by maintenance service function. Pricing shall stipulate hourly labor rates for agreed upon services based upon maintenance service function. Maintenance service functions shall consist of the following as described;

1. Basic Repair: The manufacturer shall train and factory-certify owner personnel to perform all basic manufacturer recommended maintenance and repair functions in support of the revenue control equipment. This will allow city personnel the freedom to maintain the revenue control system without voiding the warranty.
2. Preventive Maintenance: At the outset of the warranty or maintenance agreement the Maintenance Service Contractor shall submit a recommended schedule and task list of preventive maintenance services for the PARCS equipment. The preventive maintenance schedule will include maintenance services such as cleaning readers, lubricating moving parts, and other functions as required to assure basic unit operations. Preventive maintenance will be performed on a pre-planned schedule by factory certified technicians on the direct payroll of the maintenance service contractor.
3. Emergency Maintenance: Emergency maintenance is classified as support that is necessary to remedy system failures that prevent basic operations of the parking revenue control system. Emergency maintenance shall be supported by an on-call support team and remote system access capability from the Maintenance Service Contractor. Response time should be within 20 minutes and on site within 4 hours.
4. Maintenance Log: The Maintenance Service Contractor shall maintain a Maintenance Log of all Preventive and Emergency Maintenance services performed during the Maintenance Service Contract. The log should be in an owner approved format and shall be available for inspection by the owner at any

time during the period it covers. The Maintenance Log should be kept on a component-by-component basis with separate sections or volumes as appropriate for each component. The log should itemize the history of preventive and emergency maintenance activities, stating the character, duration, cause, and cure of all malfunctions along with the individual who completed the repair. Additionally, the log will record all hardware and software updates.

B. Provide a 20% discount for parts and consumable supplies/stock items from then-current vendor list price, including but not limited to thermal paper rolls, print heads, batteries, etc. required to performed agreed upon maintenance functions.

C. Provide a 20% discount for upgrades to hardware and software from then-current list prices including upgrades in currency acceptance/issuance devices required by changes in currency design by US Government.

D. Provide a 20% discount from then-current vendor list price for any additional system training and support for new hires by City during term of maintenance contract.

E. Proivde a 20% discount for Professional Services, (including on-site/web based/ remote site training, additional/custom report formatting, modifications/ changes/ reprogramming of specified system functions after warranty period), and excluded malfunctions (from acts of God, vandalism, misuse, electrical power surges, power failure), from then current vendor list prices.

PART 2 - PRODUCTS

2.1 ACCEPTABLE MANUFACTURERS OF PRIMARY COMPONENTS

A. Acceptable manufacturers for any and all primary components shall meet the following requirements:

1. MSM manufacturers shall have been continuously in operation for past five years.
2. Manufacturers shall have current version of each primary component currently operating successfully in two or more parking facilities of similar size and activity.
3. If all components of PARCS are not from same manufacturer, Contractor shall be responsible for performance of these components, as they relate to proper functioning of complete system as required herein including demonstrating successful performance of proposed system, subsystems and equipment.
4. System shall incorporate equipment of proven reliability that can be documented from similarly sized installations that provide features and performance comparable to that required herein.

B. Substitutions:

1. It is recognized that there are variations in equipment between manufacturers. Where functional performance, features or quality of Contractor's proposed system varies materially from that specified, submit request for substitution

identifying substitution being proposed. This submittal may be accompanied by catalog sheets, brochures, and technical specifications of Contractor's proposed system.

2.2 EQUIPMENT REQUIREMENTS

A. Provide complete operational parking system with all necessary components. It is Contractor's sole responsibility to provide every component necessary for a complete functioning system.

B. See Contract Drawings for lane layout.

C. Stock: Furnish operating stock items prior to commencement of operational testing. Unit prices in bid shall be valid through end of warranty period for purchase of additional stock items, and shall in no case be less than 20% discount of vendors' then current list price. Contractor shall provide samples for Owner approval prior to final order of any item that is custom printed. Owner will provide camera-ready artwork for logos.

D. Spare Parts: Furnish spare components and parts, complete and ready to use, prior to commencement of operational testing and maintain inventory of spare components at this level as components are used during warranty period. After expiration of warranty period, Owner will pay for replacement of parts used from this inventory and not covered by warranty.

PART 3 - EXECUTION

3.1 PROJECT COORDINATION

A. General: Meet with Owner, Engineer, and General Contractor within 30 days of contract award to verify all details of PARC system. Contractor's schedule for completion shall be achieved with adequate time for hookup, testing, and trial period as specified herein.

3.2 INSPECTION OF WORK BY OTHERS

A. Upon written notice from Contractor that entire work or an agreed portion thereof is complete, Owner representative(s) and Contractor shall make final inspection of Work. Owner and/or Owner's representative will then notify Contractor in writing of all particulars in which Work has been found incomplete or defective. Contractor shall immediately take such measures as are necessary to remedy such deficiencies.

3.3 INSTALLATION OF PARCS

A. Install PARC system in accordance with manufacturer's recommendations and approved Shop Drawings. Well-coordinated and controlled installation of PARC system is essential to this contract. Disruption or delay of the work of others during installation

shall be minimized. Therefore all equipment shall be ready for rapid, coordinated installation.

B. Contractor shall coordinate installation and testing of equipment with the City.

C. Installation and Start-Up: Contractor shall be responsible for installation of all control and communication wiring and cabling, Contractor supplied equipment and its' interfacing and interconnection with Owner supplied equipment. Contractor shall be responsible for running all initial diagnostics and system testing programs necessary to provide complete working system.

3.4 TEST AND ACCEPTANCE PROGRAM

A. General:
1. Plan, schedule, script and format for all testing required shall be submitted to Engineer/Architect and Owner and shall be approved prior to start of all tests. Identify acceptance criteria and acceptable tolerances for test results. Provide checklists for recording test results, operator and witness sign-off and acceptance sign-off for each lane test.
2. Once each test is complete a document will be generated to indicate the passing status of that MSM/device. It will only pass the test if all of the established testing criteria have been met.
3. Provide all test and diagnostic equipment including special tools, electronic equipment, meters, laptop computer with appropriate software and communication ports, RF field and signal strength meters, transceivers, etc. necessary to conduct all tests, measure and record results, isolate, diagnose and de-bug deficiencies, and to generate reports and documentation of test results.
4. Provide sufficient number of ACS ID devices, currency of all denominations, credit cards and other stock materials and consumables required for all test sequences.
5. Maintain detailed records and logbooks of all system tests, events and issues. Provide Owner's Agent with copies of all records
6. Owner and Architect/Engineer may witness any and all tests. Contractor shall notify the Owner in writing at least seven days prior to each test session. In event that the first test is not successful, Contractor shall correct noted deficiencies and notify the Owner, at least two days in advance that test session is ready to resume.
7. Inspections and tests observed by Owner and Engineer/Architect shall not relieve Contractor of responsibility for providing hardware, software and documentation in accordance with this Specification.

B. Inspection and Testing Program:
1. Lot Acceptance Test (LAT) – Upon completion of installation of PARCS equipment at lot or block face a LAT shall be performed.
   a. Test installed equipment and systems at each location to confirm that the components installed at any location are fully operational as specified.

b. Test shall exercise all features and functional performance requirements of equipment in accordance with specific test procedures document prepared by Contractor as required in Part 1 of this Specification.

2. System Acceptance Test (SAT) – The SAT shall be used to confirm that all the physical, operational and management features and capabilities specified in the Lot Acceptance Test (LAT) processes are present in the installed integrated system.

   a. The system acceptance test consists of two parts.

      1) Part One: Performed prior to initial public operation of the system. Verifies that the major subsystems (MSM, Sensors, Enforcement Handhelds and Credit Card Payment subsystem) and the entire PARCS is fully operational as an integrated system and operating properly. Part 1 shall exercise individual and integrated subsystems to verify that the PARCS is performing as specified prior to commissioning the system for public use. Each piece of equipment and subsystem shall be tasked to its specified capabilities. Only after the successful completion of Part 1 SAT testing by contractor, shall Engineer/Architect certify the system substantially complete.
      2) Part Two: Is a live operational acceptance test of the system performed after initial public operation of the system. This portion of the SAT occurs over a minimum period of 30 days.
         a) This portion of the SAT occurs over a minimum period of 30 days. If there is an interruption of service due to normal Parking and Revenue Control system events, such as a coin jam or the insertion of a credential in the wrong slot, a repair will be made and the event logged. This will not however constitute a failure of the SAT, which will continue without interruption. Part 2, once successfully completed, serves at the final acceptance test for the system.

   b. Contractor shall have a qualified and experienced technician on site within two hours of service call during 30-day test. During this period, the following performance standard shall be met in order for final acceptance to be issued:
      1) All PARCS components shall be fully operational as an integrated system without downtime. For each downtime period of four hours or more, one working day will be added to acceptance cycle.
      2) All electronic components shall be operational without downtime or programming problems for complete monthly reporting cycle. For each downtime period of more than one hour but less than eight hours or programming problem that delays report cycle, two working days will be added to acceptance cycle.
      3) All test reports shall correlate 100% with cash receipts in each MSM for test period.

c. The SAT shall be used to confirm that all the physical, operational and management features and capabilities specified and tested in the LAT are present in the installed integrated system.

3. In the event that Phasing of installation is required, an interim SAT shall be conducted at the completion of each Phase.
Completion of all installation tests, demonstrations and training appropriate to the equipment installed in each phase shall have been completed prior to the beginning of the SAT period for each Phase.

4. Maintain detailed records and logbooks of all SAT tests, events and issues. Provide Owner with copies of all records.

3.5 TRAINING PROGRAM

A. Contractor shall develop and implement a comprehensive training program for Owner's personnel. Such training program shall be implemented through use of formal classroom training and/or other forms of training that Contractor shall propose. Contractor shall document this training program in a comprehensive Training Plan per paragraph titled Submittals.

B. Curriculum shall be designed so that each group of trainees shall be trained in full repertoire of system commands that they may have to use in the course of performing their designated functions. The trainees shall receive training no more than two weeks prior to their use of the equipment. Training shall be accomplished through use of lectures, visual presentations, hands-on operation of equipment and any materials necessary to perform job. Each trainee shall be provided with a complete set of training materials and operating manuals during training session, which he/she shall retain for use on job at completion of training.

C. Contractor shall conduct training at times and locations acceptable to Owner. Owner/Operator shall make personnel available to receive training. A full complement of training courses shall be conducted over a five-day period, as required to accommodate shift personnel. Additional schedule for delivery of all training courses shall be included in submittal. Training shall include, but not be limited to, the following groupings of staff with an estimated population as shown:

Labor Category	# To Be Trained	# Of Class Hrs. Per Class
Enforcement Officers	TBD	4
Supervisors	2	8
Maintenance Personnel	TBD	8
System Managers/Administrators	TBD	8

D. At conclusion of maintenance training session(s), Contractor shall submit to Owner a list naming qualified Owner/Operator maintenance personnel. List shall detail level of maintenance/repair functions each of Owner/Operator personnel are qualified to perform.

E. Training shall consist of the following:

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1. Enforcement Officers: Enforcement Officers shall be trained to operate handheld ticket issuing devices. Operation of handheld devices shall include ability to issue citations, view occupancy and payment status, etc., and to understand any and all system messages provided by handheld.

2. Supervisors: Supervisors shall be trained to:

   a. Perform primary maintenance on PARC system components (trouble shoot/replenish supplies).
   b. Understand any and all system messages provided by FMS, including but not limited to alarm messages, indications of attempts to compromise system and explanations of atypical MSM activity displayed by revenue and count control system.
   ~~c. Correlate credentials issued with vehicles present, time parked with revenue generated.~~
   ~~d.~~c. Understand purpose and data contained within any and all reports produced by FMS.
   ~~e.~~d. ~~Operate FMS~~Manage and operate MSM, handheld citation device and wireless vehicle sensors from City designated workstation.~~.~~
   ~~f.~~e. Load and remove coins, clear jams, and trouble shoot MSM's.

3. Maintenance personnel: Maintenance personnel shall be trained to perform all level ~~1~~one maintenance functions ~~on~~ for all major components of system. Additionally, maintenance personnel shall be trained to:

   a. Replenish all system supplies.
   b. Clear ~~ticket and other~~coin or ~~-~~paper jams.
   c. Replace internal elements such as circuit boards.
   d. Lubricate and clean internal components.
   e. Remove and replace service doors and batteries.

4. System Managers/Administrators: System Managers/Administrators shall have the same basic training as Supervisors. In addition to such training, System Managers/Administrators shall be trained to operate FMS and to understand statistical reports which reveal trends in revenue generation, facility utilization, and based on information available from FMS, to perform checks and balances over actions of Supervisors and their subordinates. Three and six months after Final Acceptance, System Administrators shall have one day's additional training.

END OF SECTION 111226.00

SECTION 111226.01– SYSTEM DESCRIPTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 01 Specification Sections apply to this Section.

1.2 SUMMARY

A. Related Sections:
1. System Description: - 111226.01
2. Facility Management System: - 111226.02
3. Wireless Vehicle Sensor & Central Access Controller: - 111226.03
4. Multi Space Meter - 111226.10

1.3 PROJECT DESCRIPTION

A. PARCS shall be provided for the City of Sausalito parking facilities designated as Lot 1, Lot 2, Lot 3 and Lot 4 in the City of Sausalito, California as described herein.

B. Operational Description:

1. Lot 1 consists of 194 parking spaces bounded by Anchor Street to the north, San Francisco Bay to the south, Gabrielson Park to the east and Tracy Street to the west. Each space to be individually numbered and equipped with a vehicle sensing device capable of wireless communication with the 6 Multi-Space–Meter (MSM's) located on the lot as shown on drawings. MSM's to be configured for a Pay-by- Space application.
2. Lot 2 consists of 55 spaces and is bounded by Bay Street to the north, Anchor Street to the south, Humboldt Street to the east and Bridgeway Boulevard to the west and includes the X parking spaces on Humboldt Street. Each space to be individually numbered and equipped with a vehicle sensing device capable of wireless communication with the 2 Multi-Space–Meter (MSM's) located on the lot as shown on drawings. MSM's to be configured for a Pay-by- Space application.
3. Lot 3 consists of 166 spaces and is bounded by Lot 4 to the north, Bay Street to the south, Sausalito Yacht Harbor to the east and Bridgeway Boulevard to the west. Each space to be individually numbered and equipped with a vehicle sensing device capable of wireless communication with the 8 Multi-Space–Meter (MSM's) located on the lot as shown on drawings. MSM's to be configured for a Pay-by- Space application.
4. Lot 4 consists of 123 spaces and is bounded by Johnson Street to the north, Lot 3 to the south, Sausalito Yacht Harbor to the east and Bridgeway Boulevard to the west. Each space to be individually numbered and equipped with a vehicle

sensing device capable of wireless communication with the 5 Multi-Space–Meter (MSM's) located on the lot as shown on drawings. MSM's to be configured for a Pay-by- Space application.

The City of Sausalito's goal is to acquire a PARCS system that can:

1. Reduce overhead costs associated with fee collection by removing the need for cashiers.
2. Provide residents of Sausalito with three hours of free parking daily.
3. Track and bill the Yacht Club for members not parked in the Yacht Club lot.
4. Maintain ability to provide monthly, contractor and hotel usage access with the use of smart cards.
5. Improve the efficiency of enforcement personnel through the use of integrated handheld units capable of communication directly with MSM's.
6. Provide real time space occupancy data.

1.4 SYSTEM DESIGN

A. Design-Build Requirements

1. Equipment and systems described herein shall be designed, fabricated, furnished and installed by Contractor.
2. Contractor shall design systems and subsystems to meet minimum quantity, quality and performance standards described herein.

3. Where required, Contractor shall engage licensed professionals to prepare, sign, seal, certify and review designs, documents, reports or any other materials and work required herein.

    a. Contractor shall review work and submittals of all sub-tier designers, vendors, suppliers, and subcontractors for conformance with the work of this section.

B. Parking Management System includes the following primary systems and components:

1. PARCS consisting of Multi-Space Meters
2. Wireless Vehicle Sensor System consisting of Individual parking space occupancy sensors, data concentrators, and controllers.
3. Citation Management System consisting of multipurpose hand held data input devices and related software and peripherals.
4. Workstations with ability to access vendor hosted Web-based Facility Management System.

C. Vendor to provide all ancillary equipment and support subsystems required for a fully operational facilities management system as described herein.

D. Additional components and accessories include, but are limited to:
    a. Vehicle Sensing Devices.
    b. Enforcement Handheld Units & Citation Printers.
    c. Initial supply of operating stock items.

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d. Spare components and parts.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 111226.01

SECTION 111226.02 – WEB-BASED FACILITY MANAGEMENT SYSTEM

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 01 Specification Sections apply to this Section.

1.2 SUMMARY

A. Related Sections:
1. 111226.00 Parking Access and Revenue Control System (PARCS)
2. 111226.01 System Description.
3. 111226.03 Wireless Vehicle Sensor System.
4. 111226.10 Multi-Space Meter

1.3 WEB-BASED FACILITY MANAGEMENT SYSTEM (FMS):

A. Facility Management System (FMS):

1. The system shall be implemented through a web-based application, hosted by the MSM vendor, and shall be accessible with proper user ID and password at all, designated City workstations. System shall use a secure VPN connection and maintain that connection while active, and automatically logoff after programmable period of inactivity.
2. The FMS shall be configured with four subsystems. FMS shall be password protected to restrict access to authorized users only. The subsystems are:

    a. Revenue Reporting
    b. Equipment Functions
    c. Enforcement Software
    d. Space Occupancy Monitoring

3. The Revenue Reporting/Control Subsystem shall accomplish the following tasks from any City-designated workstations, with appropriate user name and password:

    a. Remote programming of MSM payment stations.
    b. Uploading and consolidating reports from MSM.
    c. Retrieval and review of individual transactions. Retrieval shall be based upon user defined parameters. Reports shall be displayed on a monitor, printed on a printer, and/or converted to an ASCII file.
    d. Consolidating and retaining data that allow for report generation. The following are the minimum required reports. The reports shall be either viewed on a work station monitor or printed.

1) **Daily Event Log** - A listing of changes to the system and users who made the changes. It shall include print communication messages; equipment alarms and system log on/offs.
2) **Daily Report** - Shall provide a chronological listing of each transaction processed by MSM. This report is used to audit information at the transaction record level.
3) **Daily Summary Report** - Provide a daily summary of all MSM Daily reports including daily grand totals of all information from the MSM reports. This report provides an overview of the day's activity.
4) **Monthly MSM Report** - Shall summarize MSM activity by month including all of the features listed in the Daily Summary Report. This report is used for adding, performance evaluation, auditing, and statistical information.
5) **Ticket Value Report** - Shall provide a stratification based upon the value of transactions processed. Breakdowns shall be provided for each rate structure. This report is used for revenue analysis, rate analysis, management planning, and statistical information.

4. MSM system software shall be capable of generating all reports for individual MSM machines as well as summary reports for all machines within the City or individual lots.

5. Revenue reports shall include:

   a. Total revenue from all transactions
   b. Revenue from cash purchases of parking time
   c. Revenue from Citation collections
   d. Revenue from credit and debit or smart card sales
   e. Total cash in vaults

6. Activity reports shall include:

   a. Usage by time of day
   b. Usage by space number
   c. Usage by MSM machine number
   d. Length of stay reports

7. Citation reports shall include:

   a. Citation reports by date
   b. Citation reports by officer
   c. Citation reports by lot or street block

8. Cash collection reports shall be printed in full showing the amount collected in coins with non-resettable coin totals and the date and time of the previous collection.
9. Equipment Monitoring: Subsystem shall have the following characteristics:

   a. Monitor the operational status of all equipment supplied by this contract.
   b. Each of the following alarm conditions shall be immediately signaled showing the time of occurrence and the machine number:

1) Low paper for receipt printer
2) Coin jam
3) Full coin vault
4) Low battery
5) Open door indicating access to coin vaults
6) Loss of communications to any MSM machine
7) Tampering or door forcements

c. A record of alarms shall be kept, including the transmission of repeated messages that may indicate possible problems with the system.
d. Abnormal status conditions shall be flashed on the monitor(s) and accompanied with an audible alarm. The display shall continue to flash until the abnormal condition is corrected. The audible alarm shall continue until it is turned off by a command issued through the monitoring computer(s). Acknowledgement and turning off of any alarm condition shall be able to be performed at any of the City-designated workstations connected to the FMS. It shall not be necessary to acknowledge the alarm condition at every workstation. The system shall record the abnormal status condition and the acknowledgement of the alarm condition by time, workstation and operator.
e. Monitor frequency of operational error in PARCS components to identify maintenance actions that would prevent later failure of a component.

B. Space Occupancy: Subsystem shall provide the following functions:

1. Each parking space shall be equipped with a wireless vehicle detection sensor and shall transmit real time occupancy information to the FMS.

2. Occupancy status shall be tracked by the FMS for the following conditions:
   a. Unoccupied (Space Available)
   b. Occupied (Paid)
   c. Occupied (Grace Period)
   d. Occupied (Un-Paid Time Expired)
   e. Occupied (Paid Time Restriction Violation)

3. Total number of parking spaces within areas shall be field programmable. Number of available parking spaces within each area shall be tracked in real time and displayed, upon demand, on computer monitor(s) and enforcement handheld devices.

4. System shall store counts at hourly intervals in daily files. This data shall be available for specialized reports to analyze utilization and activity levels.

C. Occupancy Software:

1. Occupancy software module shall administer, monitor, accumulate, compile, record, display and report the occupancy status of all parking spaces.
2. The system shall include a graphical user interface capable of displaying plan views of the parking areas showing space occupancy and sensor status.
3. The system shall poll the sensors such that real time occupancy is displayed on the system monitor.
4. The system shall have capability to access historical data.

5. The system shall have ability to export database to other applications.
6.
7. System shall include warning alarms to alert of atypical system activity, equipment malfunctions, sensor failures etc.. These alarms are to be visual and audible at each designated workstation. The system display shall include a menu listing the pre-programmed reports that system provides. It shall also have capability to provide user customized reports.
8. Reporting: System shall provide detail and summary reports of the number of occupied and unoccupied parking spaces within each designated zone. As a minimum, provide the following reports:

    a. Hourly counts for total number of occupied spaces.
    b. Hourly counts for the total number of occupied spaces within each designated zone on each street or lot.

1.4 SECURITY

A. FMS and all subsystem controllers shall have security protocols, password protection and reports to exception transaction logs that prevent unauthorized access to and manipulation of data and reports, including individual transactions.

B. All databases of transactions, reports, etc shall be secured by means of password from unauthorized entry and tampering from either within or outside FMS.

C. The System must include minimum of 6 levels of access authorization to all operational, administrative and reporting functions and provide the following security features:

1. Define individual user and group based security
2. Ability to assign a unique user ID for each person authorized to use the system
3. Ability to assign a unique password and periodically change that password for each authorized user ID
4. Ability to establish an expiration period for passwords
5. Ability to disable a user ID following successive long-on failures exceeding a specific limit
6. Ability to view and report user and group level security rights
7. Ability to de-activate codes for former users and internal and external customers
8. Available user-defined fields

D. PCI – Data Security Standard

1. *Compliance*: Compliance programs are offered by the individual financial institutions on the PCI council. The PARCS Vendor shall submit proof of PCI compliance and PABP validation.
    a. Acceptable proof of PCI Compliance and PABP Validation is that the vendor/manufacturer is listed on both Visa and MasterCard web sites as PCI Compliant and having PABP Validation.

b. It is not acceptable to state that the credit card processor is PCI Compliant or is in the process of becoming compliant and/or receiving validation.

PART 2 - PRODUCTS

2.1 FMS SOFTWARE SYSTEMS

A. Equipment Monitoring System:

1. FMS shall include system administration module that allows remote monitoring, programming and synchronization of all devices from a City designated workstation.
2. All field programmable functions of each device shall be reprogrammed from FMS (password protected), and any and all reprogramming changes shall be reported to daily log.
3. FMS shall provide warning alarms to alert parking operator of atypical activity, equipment malfunctions, equipment vandalism and vehicle occupancy status. These alarms are to be visual and audible on all enforcement handhelds or at each computer workstation designated to monitor alarm function. A daily log report shall be produced which identifies all system alarms as reported to each parking supervisor.
4. Equipment monitoring system shall have the following characteristics:
   a. Monitor operational status of all MSM's and Vehicle Sensors.
   b. For each MSM, indicate and display:
      1) Door status, open or closed.
      2) Receipt paper supply.
      3) Vault status.
      4) Power Status
   c. Monitor electrical circuits and frequency of operational error in PARCS components to assist operator to identify maintenance actions that would prevent later failure of a component.

B. Ad-Hoc Report Generator:

1. The System shall include a report generation tool for developing additional standard reports, as well as for developing *ad hoc* reports.
2. Include ability to automatically print reports based on defined event or database trigger.
3. Provide ability to access database and graphic information summary reports by web browser.
4. Capability to be exported to common Microsoft Office latest edition products such as Excel and MS Access.

PART 3 - EXECUTION

3.1 GENERAL

A. Provide Owner with a complete list of initial installation administrator user names and passwords for all authorized users.

END OF SECTION 111226.02

SECTION 111226.03 – WIRELESS VEHICLE SENSOR

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 01 Specification Sections apply to this Section.

1.2 SUMMARY

A. Section Includes:

1. Wireless Vehicle Sensor.
2. Central Access Controller

B. Related Sections:

1.	111226.00	Parking Access and Revenue Control System (PARCS)
2.	111226.01	System Description
3.	111226.02	Web-Based Facility Management System
4.	111226.10	Multi-Space Meter System

PART 2 - PRODUCTS

2.1 EQUIPMENT PERFORMANCE SPECIFICATIONS

A. Operational Description for Wireless Vehicle Sensors: As a vehicle pulls into a parking space, it is detected by a wireless vehicle sensor. Information related to the status of each parking space (occupied or not occupied) is sent to the central access controller and then to the vendor hosted web-based FMS. Design of the wireless vehicle sensor and central access controller system shall be such that the sensor's detection rate and transmission of occupancy data to the FMS shall be on-line in virtual real-time.

B. Wireless Vehicle Sensors: Where required herein, wireless vehicle sensors shall detect and record when a vehicle enters and leaves a parking space. Sensors shall incorporate microprocessor logic and shall include the following features:

1. Automatically maintain peak sensitivity regardless of temperature, rain or other environmental conditions. Different sensitivity settings shall be provided to allow vehicles of varying height and size to be optimally detected.

2. Completely be self contained design and fully encapsulated with moisture protection.
3. Be durable and encased in a NEMA6 enclosure.
4. Installation of sensors in close proximity shall not interfere with individual parking space vehicle detection.
5. Low power consumption with minimum battery life of 48 months.
6. Operate in a unlicensed frequency band and require no license from governmental communication authorities.
7. Sensor performance shall not degrade during life of battery.
8. Sensor battery shall be easily replaceable without damage to unit.
9. Require no special tools or meters for adjustment following initial installation. Operation of unit shall be completely automatic except for initial settings.
10. Each sensor shall have identification label unique from another sensor.
11. Sensors shall be embedded into paving surface and filled with manufacturer's approved sealant. Sensors shall have options for above-ground application.
12. Not affected by vibration from a vehicle or the surface.

C. Central Access Controller: Central access controllers shall receive vehicle occupancy status from the wireless vehicle sensors and send occupancy data to the vendor hosted FMS Server.

1. Automatically receive vehicle presence status from wireless vehicle sensors and maintain peak data transmission regardless of temperature, rain or other environmental conditions.
2. Low power consumption and capable of being powered from solar, battery or power main.
3. Options for mounting on street light posts.
4. Lightning protection feature.

D. Spare Components: Furnish the following spare components, complete and ready to use, prior to commencement of operational testing and maintain inventory of spare components at this level as components are used during warranty period. After expiration of warranty period, Owner will pay for replacement of parts used from this inventory and not covered by warranty.

1. Ten (10) vehicle detection sensors.
2. One (1) central access controller

E. Stock: Furnish the following operating stock items prior to commencement of operational testing.

1. None required.

PART 3 - EXECUTION

3.1 INSTALLATION

A. General: Install wireless vehicle sensors as required for a complete and integrated installation.

B. Wireless Vehicle Sensors: Core cylindrical holes in pavement, and seal sensors at locations indicated on Drawings according to manufacturer's written instructions. Link sensors to the wireless receiver/controller and test for operation of the device.

3.2 ADJUSTING

A. Adjust, calibrate and test sensors. Verify sensor detection and operation from authorized City workstation that is connected to the vendor hosted web-based FMS.

B. After completing installation of sensors and application of sealants, inspect exposed surfaces to ensure it is completely sealed.

3.3 PROTECTION

A. Use approved manufacturer recommended sealants and application methods to ensure full protection of the sensors.

END OF SECTION 111226.03

SECTION 111226.10 – MULTI-SPACE METER SYSTEM

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 01 Specification Sections apply to this Section.

1.2 SUMMARY

A. Related Sections:
1. 111226.00 Parking Access and Revenue Control System (PARCS).
2. 111226.01 System Description.
3. 111226.02 Vendor hosted Web-Based Facility Management System (FMS).
4. 111226.03 Wireless Vehicle Sensor

1.3 MULTI-SPACE METER SYSTEM (MSM):

A. MSM shall meet the following minimum requirements:

1. Components shall be microprocessor controlled, in on-line, virtual real-time communication with vendor hosted web-based FMS. Transactions occurring at equipment shall be reported to FMS in real time, with communications hierarchy appropriate to need for action or response from another component, feature or subsystem. Components or subsystems shall not experience delays, or functional degradation resulting from data communication between devices over the FMS network. All transaction data shall be available to designated City workstations within one minute of completing transaction at any device.
2. MSM shall communicate complete transaction log to FMS. In event of communication failure with FMS, MSM shall continue to operate in off-line mode and shall store a minimum of 1,000 transactions, or have sufficient system redundancy, to insure availability of transaction data upon restoration of FMS. In event of failure during communication an error checking and recovery routine shall be employed to prevent corruption of data files.
3. Each MSM shall monitor critical functions and transmit alarms to FMS and City-designated workstations. Functions monitored shall include low paper, low battery, coin jam, coin vault full, door open, door closed, tampering and door forcements.
4. MSM shall be capable of performing a self-diagnostic routine at programmable times or intervals. Self-diagnostic routine shall verify that MSM functions are working properly. Functions to be checked shall include, but not be limited to, accuracy of fee calculation, clock, and coin recognition. System shall be capable of producing a printout documenting the results of the diagnostic routine.
5. MSM machine shall have a minimum accuracy of:

a. Fee calculation accuracy: 99.9%
b. Data transmission error rates: Less than one message retransmission per hour. Data received and accepted by FMS as valid shall have 99.9% accuracy.

6. All field programmable functions of each MSM shall be reprogrammed from the designated City workstation (pass-word protected), and all reprogramming changes shall be reported to the FMS.
7. MSM shall be capable of multiple rate structures that can easily be changed in a Windows design format from the vendor hosted web-based FMS or City designated workstation.
8. MSM shall have compatible communication ports with selectable baud rates for all communications and connections to the FMS.
9. Primary components shall incorporate a crystal controlled time clock/calendar that is updated at least once daily by the FMS. The clock shall keep military time and be accurate to at least one minute per month.
10. Machine shall contain concise customer instructions for user friendly operation. The machine shall have an easily readable alpha numeric display to communicate messages to user. The operating procedure shall generally progress from left to right and top to bottom; corresponding instructions shall be numbered and shall be pictorially illustrated. Messages displayed at changeable message indicator shall be instructional phrases such as; Enter Space Number, Time Bought, Please Take Receipt, Please Wait While Receipt is Printing, Thank you.
11. Receipt shall be issued upon customer request by pressing receipt button. Information provided on receipt shall include space number, amount of money deposited, time bought, expiration time and time and date of transaction. Printer shall dispense a minimum of 4,000 receipts per roll of paper.
12. Machine shall be capable of recognizing user errors, such as invalid space number, and shall provide guidance to user via display on machine.
13. Machines shall conform to the Americans with Disabilities Act accessibility guidelines for automated teller machines, August 1992 except that requirements related to persons with vision impairments need not be met.
14. Cabinets and component brackets shall be fabricated from 100% high grade stainless steel. The mounting holes shall only be accessible from the inside of the cabinet. All surfaces shall be corrosion resistant and the exterior of cabinet shall be finished in a color chosen by City. Cabinet doors shall be hinged with hinges completely hidden and not exposed.
15. Coin acceptor must be equipped with a stainless steel electronic shutter door to prevent dirt and debris from entering unit.
16. Piezo keypad made of stainless steel shall be provided.
17. Internal components shall be modular and plugged for easy maintenance and replacement.
18. Corrosion resistant connection boxes shall be provided for all wiring connections.
19. MSM shall accept payment of parking fees by coin. Coins shall be accepted in quarters, dimes, nickels and Susan B. Anthony dollar denominations (United States currency only).
20. MSM shall accept payment of parking fees by credit card.
21. MSM shall accept city smart cards for payment and reload value onto a smart card.
22. MSM shall accept payment by cell phone or via SMS text message.

23. MSM shall be capable of accepting payment for citations issued. System shall be capable of displaying amount due for each citation, collecting payment and issuing a receipt as proof of payment.
24. Customer shall be able to add time to an existing space from any MSM, cell phone or via SMS text message.
25. MSM shall be easily configurable to operate in a network pay per space, pay and display or pay by license plate mode.
26. Capable of solar power operation with minimum battery life of 36 months.
27. MSM shall be equipped with a metal coin vault located in a locked compartment that is separate from the transaction compartment. Vault shall be removable and locking, and shall be keyed differently than other machine locks such that access to vault is not available when vaults are removed. Coin vault shall be a minimum of 7 gauge in thickness and shall have a storage capacity of $1,000. Each vault shall have a separate identification number.
28. Capable of changing messages on the ticket including advertisement logos from the designated City workstations.
29. MSM shall be capable of accommodating advertisement panels.
30. Capable of operating in 5 different languages by push of a button.
31. Accommodate "P" or other custom sign on top of the MSM for easy identification of the MSM.

PART 2 - PRODUCTS

A. Multi-Space Meters:

1. Operational Description

a. Cash Payments: Each MSM machine shall enable patron to key in parking space number by pushing the appropriate keys on the machine. Each machine shall be capable of accepting payment of parking fee for any space within the system. Machine shall accept payment of parking fees by coin. As each coin is inserted into machine, machine shall calculate and display parking time paid for. Machine shall issue a receipt for parking fee paid upon pressing of receipt button by patron. Machine shall have a memory system which stores data from each transaction, including space number, amount paid, and time purchased. Patrons can return to any MSM machine and pay for additional time by entering space number from receipt.

b. Non-Cash Payment Options: The MSM shall accept and process the following non-cash payment options: credit card, debit cards, smart cards and pay by cell phone.
   1) Each MSM shall be equipped with an internal magnetic stripe swipe reader used for processing credit card transactions. Credit card transactions shall accommodate as a minimum:
      a) VISA
      b) Master Card
      c) American Express
      d) Discover

e) Checking Account Debit Cards
f) Smart Card

2) Credit Card Approval System: credit card reader with each MSM shall be connected to a server that is dedicated to credit card approval and payment processing system. Information from each credit card transaction shall be transmitted to server that shall be in direct communication with authorizing clearinghouse via GSM, GPRS, T1 or DSL connection, to provide on line real-time approvals for each transaction.

3) Authorization for credit card transactions from swipe to authorization shall not be greater than seven seconds. Contractor shall be responsible for confirming record formats required by Owner's financial institution.

4) Smart Cards: Customers using City smart cards will insert their card into the MSM, identify their space number and remove their card. When leaving the customer would insert their smart card in any MSM and their fee would be calculated for the time actually parked.

5) Pay by Cell Phone: Customers, after preregistering with the provider can pay for parking from their cell phone by calling a predetermined number and entering their space number and intended length of stay information at the prompt. This payment information is then sent to the FMS in real time and is used to update the enforcement handheld and MSM on payment status. Once registered, a customer may choose to use a SMS text message to pay for parking by texting a message indicating their parking space number and desired length of stay. A SMS text message will automatically be sent to the customers' registered phone several minutes prior to the expiration of paid time, and an option is given to extend time parked if not restricted by zone.

B. Enforcement System

1. Enforcement system shall consist of a multi-purpose hand-held mobile device, citation printer, battery pack, software and all peripherals required to operate in the manner described herein.

a. Enforcement handheld shall communicate wirelessly with FMS and display status of all parking spaces located within the designated zone. Handheld shall display a color coded grid map of the immediate area indicating current status, i.e. Green = Paid, Red = Expired not Paid, Blue = Time Limit Violation and Yellow = Grace Period. Handheld shall communicate on-line in virtual time with FMS.

b. Enforcement officers will receive a paid space report directly onto their enforcement handheld. With the same handheld, the officer will then have the ability to issue a citation ticket.

c. Ability for the system to work with a pay by cell phone program. Patrons can pay for their parking and add time by using a cell phone. The enforcement handheld must have the ability to monitor vehicles that have paid by cell phone.

d. The enforcement handheld shall be capable of taking a photo of the vehicle in dispute and save as a file attachment in the database.

e. The enforcement handheld shall have capability to send incident reports in real time relating to City properties and/or incidents. Enforcement officer shall be able to enter information, take picture and send report to appropriate City department in real time.

f. The handheld enforcement ticketing system shall be in real time and once a ticket is issued, the information is sent to the FMS. When a license plate look up is entered on the wireless handheld, the system will check the FMS for history of that vehicle and display it on the handheld in real time.

g. Hand-held mobile units shall provide the following features:

1) 128 MB SDRAM/256 MB Flash Memory.
2) Windows Mobile 6.0 or higher operating system.
3) Numeric and QWERTY keypad.
4) 3.5" LED backlit touch panel QVGA display (320x240) which is highly visible in daylight and darkness.
5) Unit shall be user-friendly and ergonomically correct.
6) Blue tooth Class II, v2.0 Enhanced Data Rate communication.
7) GMS/GPRS EDGE 2.5G Wireless WAN and Data communications.
8) Wireless LAN Voice and Data Communication.
9) MicroSD expansion slot.
10) USB communication interface.
11) 2 Megapixel color camera.
12) Barcode scanner.
13) Speaker, microphone and Bluetooth headset audio.
14) Removable, rechargeable Lithium Ion battery pack with recharging unit.
15) Battery with 6 hours minimum operation between recharging.
16) Less than 1 pound weight, including battery.
17) Able to withstand 4 ft drop onto concrete surface. Meets applicable MIL-STD and IEC specifications for drop, tumble and sealing.

h. Multi-purpose Mobile/Citation printer shall be:

1) Thermal-line printer.
2) Capable of printing the citation number, location, space number, violation type, amount due, due date and barcode in format coordinated with citation envelope.
3) Print at 2 in. per second.
4) Blue Tooth v2.0 communication.
5) USB 2.0 and RS-232 Serial communication.
6) Memory capacity 4MB Flash, 2MB RAM.
7) It shall be integral to the mobile/citation device or belt carried.
8) If belt carried, it shall meet the following requirements:

a) Removable, rechargeable Lithium Ion battery pack with recharging unit.
b) Battery with 6 hours minimum operation between recharging.
c) Less than 2 pound weight, including battery and paper roll.
d) Able to withstand a 4 ft drop onto concrete surface.

2. Citation software on hand-held mobile devices shall issue citations in numbered sequence with user definable data entry fields and a review screen that allows the officer to review the citation prior to printing and storing. Software shall allow for the correction of mistakes made during the enforcement process prior to issuance of citation. All data entry information shall be sent to the FMS in real time. Software shall include license plate check against scofflaw list. System shall control and monitor citations voided by officer.

3. Enforcement Management, independently or in concert with FMS shall:

   a. Manage and compile all enforcement data.
   b. Provide controls over citation issuance including numbering system, void tracking, reporting of enforcement tours and productivity of officer.
   c. Control payments of citation whether by MSM, mail or at parking office.
   d. Provide automatic generation of overdue notices.
   e. Provide for an appeals function/process during which further collection action is suspended.
   f. Provide a collection function process for monitoring tickets after turned over to collection agencies.
   g. Provide for scofflaw list for downloading to hand-held mobile/citation writers.
   h. Provide cash management reporting, which is down-loaded to FMS for consolidation with other revenue sources.
   i. The enforcement management system software shall be able to communicate in regular intervals with the City's current financial management system.
   j. The system shall include a database that accommodates a large number of registered vehicles with information on any prior ticket or violation notice that was issued and allow the system to check the list of registered vehicles to ensure no improper tickets are issued. Example: police, City Owned vehicles, monthly pass holders, City Officials, etc.
   k. The system shall be able to track the enforcement officers last location and send a system alert if an enforcement officer has not been tracked over the last 30 minutes

2.2 SPARE PARTS

A. Spare Components: Furnish the following spare components, complete and ready to use, prior to commencement of operational testing and maintain inventory of spare components at this level as components are used during warranty period. After expiration of warranty period, City will pay for replacement of parts as used from this inventory.

1. MSM:
   a. One CPU Board
   b. One Thermo receipt printer unit
   c. One card reader head
   d. One Alphanumeric keypad
   e. One Coin Selector
   f. One 75 ah Solar Battery

g. One Solar Roof

2. Enforcement Handheld
   a. One Replacement Handheld Unit
   b. One Citation Thermo Printer
   c. One Handheld Battery
   d. One Citation Thermo Printer Battery
   e. One Battery Charger

3. Wireless Vehicle Sensor
   a. 10 Wireless Vehicle Sensors
   b. 10 Replacement Batteries

2.3 STOCK ITEMS

A. Stock: Furnish the following operating stock items prior to commencement of operational testing. Contractor shall provide samples for Owner approval prior to final order of any item that is custom printed. Manufacturer shall select actual size of credentials/tickets and Smart Card ID devices. Owner must approve color and artwork of credentials/tickets and Smart Card ID devices. Owner will provide camera-ready artwork for logos.
   1. 100 rolls of thermal paper for citation printer
   2. 100 rolls of thermal receipt paper for MSM
   3. One additional removable locking coin vault for each MSM
   4. One spare handheld battery for each handheld purchased
   5. One spare printer battery for each printer purchased

PART 3 - EXECUTION

3.1 VERIFICATION TESTS

A. Multi-Space Meter (MSM)

1. Cash Transaction
   a. Insert space number and coins, and confirm that it is displayed on the screen.
   b. Confirm that machine calculates and displays the payment amount.
   c. Confirm that machine displays the parking time.
   d. Confirm that machine displays space number or license plate

2. Credit Card Transaction (Pay by-Space)
   a. Insert and remove credit card from card reader.
   b. Select Parking Space Number
   c. Select Parking Time Desired
   d. Verify credit card transaction is completed in < 7 seconds.
   e. Confirm that a printed receipt is offered.
   f. Accept printed receipt and confirm accuracy of receipt.
3. No Data Communications Payment

a. Disconnect data communications from machine.
b. Process several normal transactions as indicated above (only cash).
c. Verify system works as if it were a normal transaction.
d. Re-establish communications.
e. Verify transactions are uploaded to the FMS.

4. Receipt and Coin Vault Removal and Replacement
   a. Verify that coin vault can be easily removed/inserted and posses a locking mechanism.
   b. Verify that receipt read/write device(s) are readily accessible for replacement of roll stock.
   c. Verify that MSM main door properly aligns and locks upon service completion of above units.

END OF SECTION 111226.10

RESOLUTION No. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAUSALITO (1) FINDING THAT THE PROJECT IS CATEGORICALLY EXEMPT FROM CEQA, (2) ADOPTING THE PLANS, SPECIFICATIONS AND OTHER DETAILS FOR REMOVAL AND REPLACEMENT OF THE EXISTING PARKING AND REVENUE CONTROL SYSTEMS (PARCS) EQUIPMENT IN LOTS 1, 2, 3 AND 4 WITH MULTI-SPACE METERS (MSMS), AND (3) AUTHORIZING THE CITY MANAGER TO INVITE BIDS FOR PROVISION OF THE SPECIFIED EQUIPMENT

WHEREAS, with Resolution No. 4996, adopted at its regular meeting on the 27th day of January 27, 2009, the City Council approved a professional services agreement with Walker Parking Consultants ("Walker") for design services for REPLACEMENT PARKING ACCESS AND REVENUE CONTROL SYSTEM ("PARCS") FOR CITY-OWNED PARKING FACILITIES; and

WHEREAS, Walker conducted a series of meetings with Parking, Police, Public Works and Finance Staff, and on that basis prepared its final report dated the 17th day of April, 2009; and

WHEREAS, Walker recommended the removal of the existing gated system and installation of a multi-space meter (MSM) replacement system because vehicles will be able to exit the lot at a faster rate, the efficiency of the exits will be improved, and the vehicular congestion between entering and exiting traffic will be reduced. Further, the MSM system will also be able to integrate the on-street parking management by providing integrated financial, management, bank reconciliation, maintenance and enforcement reports for the entire parking system, provided that the existing SSM system is replaced with MSM; and

WHEREAS, based on the information developed during the course of Walker's work, Council authorized a contract amendment (with Resolution 5036) at its June 9, 2009 meeting to expand the geographic scope of the planned improvements to City lots 1,2,3 and 4; and

WHEREAS, Walker has completed the portion of its work necessary to invite bids for the furnishing and installation of the recommended equipment; and

WHEREAS, the functional details of the bid documents attached and incorporated by reference hereunder have been reviewed by Staff and approved; and

WHEREAS, Walker estimates that the cost for the specified equipment will be less than $500,000; and

WHEREAS, the approved budget for FY2009-10 includes $500,000 for replacement of parking machinery and equipment (Parking Capital 220-420-7000-740) and as of September 9, 2009 an unencumbered balance of $500,000 remains in that account; and

WHEREAS, Staff has reviewed the proposed project and concluded that it is categorically exempt from the California Environmental Quality Act inasmuch as it involves replacement of existing structures and facilities on the same site as the structures and facilities being replaced, with substantially the same purpose and capacity as the structures and facilities being replaced, and involving negligible or no expansion of capacity; and

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WHEREAS, Sausalito Municipal Code (SMC) Section 3.30.100 designates the City Manager as the Purchasing Officer with the responsibility to recommend on the execution of contracts or the purchasing of supplies, general services, and equipment pursuant to the procedures of SMC Chapter 3.30 and such administrative rules and regulations as prescribed by the City; and

WHEREAS, SMC Section 3.30.150 (C) establishes that a purchase of equipment of more than $15,000 shall be made by formal bid procedure as provided for in Section 3.30.180; and

WHEREAS, SMC Section 3.30.180 requires certain noticing procedures, bid opening procedures, bonds and other security provisions, bid evaluation procedures and procedures for award of contracts; and

WHEREAS, SMC Section 3.30.190 (A) allows for a procurement that takes into account warranties, servicing obligations, and product performance in evaluating bids in addition to the price of the product, and provides that the award of the contract may be made by the Council to the proposer it deems is in the best public interest.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sausalito:

1. Finds that the project to REMOVE AND REPLACE THE EXISTING PARKING AND REVENUE CONTROL SYSTEMS (PARCS) EQUIPMENT IN LOTS 1, 2, 3 AND 4 WITH MULTI-SPACE METERS (MSMS) is categorically exempt from CEQA.
2. Adopts the Plans, Specifications and other Details for said project.
3. Authorizes the City Manager to Invite Bids for Provision of the Specified Equipment.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Sausalito on the 15th day of September, 2009 by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSTAIN: Councilmembers:
ABSENT: Councilmembers:

_____
MAYOR OF THE CITY OF SAUSALITO

ATTEST:

_____
CITY CLERK

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